

Data Requirements for Kees File

1. KEES data should be submitted to the Kentucky Department of Education in the form of a flat-text file. This means that the file that we receive will have no delimiters, such as commas or tabs, between fields. There will only be the appropriate spaces. For more information regarding this, please see the file layout on our web site www.kde.state.ky.us. The file layout for the June 30th file is titled [Report File Format](#).
2. Public school districts use STI's District Program. Nonpublic schools can use whatever software they choose. You can create a file using Microsoft Access or another type of program that will allow you to set up the necessary fields, set the field lengths, and export your file to a fixed-length flat-text file. Do not use Excel, because it will not allow you to correctly set field lengths. If you do not have a program that you can use, or are unsure of how to create a program to submit your KEES data, you may need to consult a computer software or technology firm for assistance.
3. You should email it to our KDE Data Reports mailbox. The address is datarepo@kde.state.ky.us. If you are with a public school district, you should be able to pull this name up using your global address book (KDE Data Reports). In the subject line of your email, you should type the following: KEES: District, Nonpublic School or Diocese Name. You should insert your KEES file into the email as an attachment. Do not copy and paste the data directly into the email.
4. Files should be sent to KDE by June 30th. The earlier that you send it in, the better to give us more time to get error reports back to you and get your clean file loaded. Good idea to submit early with staff leaving for summer break. Please make sure someone is available after submission to make corrections. KDE will send verification once a clean file has been received and loaded.